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## USAID/Jamaica

### Project Management Specialist (HIV Treatment) – Office of Environment and Health (OEH)

#### Foreign Service National Position Description

#### **PART TIME (30 hours per week)**

OPEN TO: All Interested Candidates

ISSUANCE DATE: January 22, 2017

CLOSING DATE/TIME: February 3, 2017 at 16:00 hrs Eastern Standard Time

POSITION TITLE: **Project Management Specialist (HIV Treatment)**

SALARY: Salary Package – at the FSN-11 Level ( From J\$4,485.796.00 – J\$6,651,740.00 per annum) offer will depend on salary history. Salary will be calculated at an hourly rate. These figures are yearly salary for a 40 hour work week schedule contract; for a 30 hour workweek schedule, the salary as well as annual and sick leave earned during the contract will be pro-rated. Final compensation will be based on the individual's qualifications and salary history.

PLACE OF PERFORMANCE: Kingston, Jamaica

The U.S. Agency for International Development (USAID) is seeking a Project Management Specialist (HIV Treatment) to work on a part-time basis in the Office of Environment and Health (OEH).

### **13. BASIC FUNCTION OF POSITION**

The incumbent will have overall responsibility for the provision of expert technical leadership related to HIV treatment to USAID/Jamaica and technical assistance to the Government of Jamaica. In addition, s/he will also serve as a technical expert in HIV treatment for the Caribbean Regional Program (CRP). S/he will also support the effective management of foreign assistance resources and programs within USAID/Jamaica and the CRP related to HIV treatment. The HIV Treatment Specialist is located in the Office of Environment and Health (OEH) and reports directly to the PEPFAR Snr. HIV/AIDS Technical Advisor.

### **14. MAJOR DUTIES AND RESPONSIBILITIES**

The HIV Treatment Specialist will undertake the following duties:

#### **1. Technical Guidance and Support - 50%**

In the area of HIV treatment, serves as primary USG liaison to the Jamaican Ministry of Health (MOH) and the lead technical expert and advisor for the USAID/Jamaica PEPFAR Team and the CRP. As appropriate, identifies programming opportunities and recommends amendments or changes in Mission plans and strategies related to HIV treatment. S/he contributes technical guidance to the development of innovative methods for the design of new treatment related activities. Working independently or as part of a team, s/he is responsible for the management of one or more USAID/Jamaica HIV care and treatment program activities. This includes providing oversight of clinical activities through partner work plan reviews, site monitoring visits, and frequent direct engagement with implementing partners. This includes performing data analyses of the HIV clinical cascade, identifying gaps in current programming, jointly creating solutions, and monitoring activity improvements.

- a. The incumbent will contribute expertise to support the PEPFAR program to:
- b. Plan a broad range of HIV treatment activities, and provide direct technical assistance to the MOH in the implementation of treatment strategies, including treatment as prevention strategies;
- c. Review and analyze data and provide assistance and advice on HIV treatment issues; analyze constraints to implementation, both sector-wide and country-specific, and recommend courses of action;
- d. Collaborate with the GOJ in collecting and assessing data for developing national HIV treatment strategies, and contribute technical expertise to improve treatment programs and patient outcomes;
- e. As requested by the Senior HIV/AIDS Technical Advisor or the Environment and Health Office Director, represent the PEPFAR Team to the Mission Director, the Department of State, USAID/Washington, the CRP, the GOJ, other donors, and the private sector in

matters related to HIV treatment. This will require travel to the U.S. and other countries for up to two weeks at a time.

**2. Program Development and Management - 25%**

The incumbent is formally trained and can be designated as the Contracting Officer's representative (COR)/Agreement Officer's Representative (AOR) or Activity Manager for several projects. S/he will be designated as an Activity Manager. Manages the implementation of current and new PEPFAR-supported HIV treatment activities. Regularly visits activity sites and events, responds to requests from "customers" (i.e. the MOH, other agencies and NGOs), and articulates and justifies PEPFAR activities to the MOH, NGOs and other donors.

**3. Interagency Collaboration – 15%**

As a clinical expert, s/he participates in inter-agency technical, policy, and strategic planning meetings, including meetings with collaborators and donor agencies. S/he briefs agency officials on the results of such meetings and prepares written reports for submission to other interested parties. S/he supports the development of USAID's contribution to the PEPFAR Regional Operational Plan, reviews quarterly progress reports, and participates in reprogramming exercises for the PEPFAR/Jamaica Team. In addition, s/he provides feedback/technical analysis to USAID contractors and grantees; reviews quarterly reports and prepares briefs for the Senior HIV/AIDS Technical Advisor; and reviews and provides feedback on technical documentation.

**4. Administrative Management – 10%**

The job holder supports preparation of USAID/Jamaica PEPFAR budgets, identifying mechanisms (bilateral and field support) and prepares budgets for awards/contracts. S/he provides oversight and monitoring for budgets allotted to implementing partners for contracts/grants/cooperative agreements under his/her management. S/he maintains files and records specific to the activities/ programs for which s/he is responsible. S/he prepares and presents briefings for VIP visitors as well as participates in organizing the logistics for such visits.

NOTE: This job description in no way states or implies that these are the only duties to be performed by the job holder. Job holder will be required to perform other duties as assigned by Mission Management, the Director of the Office of Environment and Health, or the PEPFAR Senior HIV/AIDS Technical Advisor.

## 15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

**Education:** A Medical Doctor degree is required. Completion of an HIV treatment certification program or a Master's degree in Public Health (or in a closely related field) is required.

**Prior Work Experience:** A minimum of six years of experience required, of which at least three must be clinical HIV treatment experience and at least three must be mid-to-senior level relevant experience in developing, implementing and evaluating HIV/AIDS programs or other public health programs.

**Post Entry Training:** The incumbent must develop a detailed understanding of the structure and functions of PEPFAR, including detailed knowledge of the agency's role and function in support of PEPFAR; implementation of USAID Forward and Global Health strategic principles and participating agency and other USG policies, guidelines and procedures for administration of grants, contracts and cooperative agreements; and intra-agency procedures for coordination with agency headquarters and embassy management.

**Language Proficiency** (List both English and host country language(s) proficiency requirements by level (II, III) and specialization (sp/read): Level IV (fluency - speaking/reading/writing) English is required.

**Job Knowledge:** The incumbent must have direct experience in the treatment of HIV and AIDS, preferably in the public health sector. Additional experience developing, managing and implementing programs in HIV treatment will be advantageous. Demonstrated knowledge of health sector partners, as well as good working knowledge of local medical system and facilities is required.

### **Skills and Abilities:**

- (i) Strong analytical skills and ability to generate technical recommendations based on monthly data reports; ability to function and remain focused on results in a high-pressure environment; demonstrated ability and willingness to perform administrative and financial procedures and manage complex programs with multiple inputs.
- (ii) High degree of judgment, ingenuity and originality to interpret strategy, to analyze, develop and present work and to monitor and evaluate implementation of programs.
- (iii) Strong leadership and group facilitation skills.
- (iv) Exceptional level of discretion and confidentiality related to medical records and patient privacy.
- (v) Excellent interpersonal, communication and writing skills and the ability to work with diverse teams, including ability to work in a non-stigmatizing manner with key populations.
- (vi) Strong teamwork, multi-stakeholder collaboration and management skills – must show ability to work effectively as part of multi-national, multi-disciplinary, and multi-agency team.
- (vii) Strong skills in Microsoft Word, Excel, Power Point applications.

## **16. POSITION ELEMENTS**

**Supervision Received:** The employee reports to the USAID/Jamaica PEPFAR Senior HIV/AIDS Technical Advisor in the Office of Environment and Health. The Supervisor will set work objectives and prepare/conduct the annual performance evaluation. The employee will be expected to perform the full range of duties with only general guidance from the Supervisor. The employee will use his/her discretion in the prioritizing duties and responsibilities to ensure deadlines are met.

**Supervision Exercised:** The position has no direct supervisory responsibilities although it will have a results-oriented working relationship with contractors or cooperative agreement partners and/or host country employees in order to achieve program goals.

**Available Guidelines:** Administrative: Pertinent sources of information include global health (e.g. WHO, UNAIDS), Global Health Initiative and President's Emergency Plan for AIDS Relief issued guidelines and information bulletins, and USAID Agency and Bureau rules and regulations which govern the use of the U.S. assistance programs. The incumbent must exercise considerable judgment in determining the application of current legislative provisions and executive policies to assigned responsibilities. The incumbent will be expected to be innovative and original in formulating new or improved approaches to problem resolution.

**Exercise of Judgment:** The job holder will be expected to make independent and professional judgments on the quality and effectiveness of HIV programs especially as related to treatment, care and support of persons with HIV. S/he will make independent recommendations to senior staff at the Ministry of Health for HIV treatment and care programs and processes. These recommendations may be made at the treatment site or at the national level. The job holder will also make recommendations to the Senior HIV/AIDS Technical Advisor regarding PEPFAR budgetary allocations for support to treatment and care programs. The job holder will be expected to demonstrate professionalism and the ability to work independently. S/he will also be required to establish and maintain strong professional relationships with the Ministry of Health, implementing partners and stakeholders to elicit cooperation and commitment for implementation and evaluation activities related to HIV treatment and the PEPFAR program.

**Authority to make Commitments:** The incumbent has no authority to make commitments or commit U.S. Government funds on behalf of the U, S. Government, or USAID Jamaica. However, the incumbent is expected to demonstrate professionalism and the ability to work independently. The incumbent will be required to make independent and professional judgments on the quality of effectiveness of HIV programs. S/he will also be required to develop strategies for eliciting cooperation and commitment for implementation and evaluation activities from implementing partners of programs for which s/he is responsible.

**Nature, Level and Purpose of Contacts:** The incumbent serves as a point of contact for the PEPFAR Team. S/he will establish contacts up through senior levels of government, as well as with representatives of partner donor agencies. Contact with the USAID Program Development, Executive, Contraction, Regional Legal Advisor, and Controller's Office; USAID/Washington Offices (Global Health and LAC Bureau); U.S. Embassy Political/Economics, Public Affairs, and other Embassy Senior staff is for the primary purpose of giving or obtaining information; explaining, interpreting, or advising on noncontroversial matters such as professional, technical, or operational requirements; or conveying work plans, opinions, and program information. The incumbent's contact with USAID implementing partners (contractors, grantees, cooperating agents, etc.) is primarily to represent the PEPFAR program for a specific sector, program or staff operation and to furnish expert advice and recommendations on professional or administrative matters (primarily to high-level administrative and technical personnel who have policy making, program-planning or comparable responsibilities). The incumbent will interpret and defend policies and objectives; negotiate changes; discuss implications of alternative proposals, policies and procedures; and develop an understanding and acceptance of recommendations. The incumbent must communicate well verbally and in writing with all U.S. Government agency employees, GOJ representatives, USAID/Jamaica personnel, and individuals on short-term Temporary Duty (TDY), VIP visitors, counterpart personnel at all levels (including development partners, implementing partners, and the private sector). Many contacts with GOJ officials, other U.S. Embassy personnel and/or implementing partners are substantive in nature, and the incumbent must be sensitive to the necessity for discretion and confidentiality and to not commit the USG to a particular course of action.

As Activity Manager for some activities, the Clinical Care Project Management Specialist will serve as a USAID/Jamaica point of contact, mid-to-senior medical personnel and program managers in participating contract/cooperative agreement partners, NGOs and other program collaborators, with a purpose of supporting and developing the highest technical quality of HIV clinical programs. Additional external contacts may include professional program and clinical staff, including physicians, nurses, laboratory technicians, NGO directors and other public health professionals for purposes of program evaluation.

**Time Required to Perform Full Range of Duties after Entry into the Position:** One (1) year.